

**PLAY SMART.**  **PLAY HARD.™**

2015-16

Girls Tennis

Manual for Schools



# 2015-16 Girls Tennis Manual for Schools Table of Contents

<b>I.</b>	<b>Terms and Conditions 1-5</b>	
<b>II.</b>	<b>Competing School Information</b>	
	A. Competition Information.....	6
	B. Girls Tennis Highlight Sheet.....	7
	C. Online List of Participants Instructions.....	8
	D. Do What’s Right! Sportsmanship Criteria.....	9
<b>III.</b>	<b>Playing Rules</b>	
	A. Tennis Code of Conduct-Point Penalty.....	10
	B. 12-Point Tiebreaker System.....	11
	C. Governing Rules .....	12
	D. Rule Information.....	13
	E. Emergency Action Plan.....	14-15
	F. Prevention of Heat Illness.....	16
	G. Lightning Guidelines .....	17
	H. IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions .....	18
	I. Concussion Information .....	19
	Return to Play Policy	
	Concussion Information for Coaches	
	J. Drone Policy .....	20
<b>IV.</b>	<b>Seeding Meeting Information</b>	
	A. Seeding Information for Schools.....	21
	B. Sample Draw Sheets.....	21
<b>V.</b>	<b>State Final Tournament Information</b>	
	A. Important Information Regarding the Girls State Final .....	22
	B. Map.....	23
	C. Request for Duplicate Awards .....	24-25

## Revision History

Sept. 8 Pg. 22, 6-d. revised to read, Regular scoring shall be used in all championship rounds. State Final Consolation rounds shall use ad scoring with a 10 point match tie breaker in lieu of a third set. Any medal matches shall continue to use ad scoring with three full sets.



# 2015-2016 Girls Tennis Tournament Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the IHSA Board of Directors has approved the Terms and Conditions governing the 2015-2016 IHSA Girls Tennis Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA 2015-16 Girls Tennis Tournament Series will be held for all member schools without classification.

## II. DATES AND SITES

**A. Sectional Tournaments:** Sectional tournaments will be held on Saturday, October 17, 2015 at thirty-two (32) sites. In order to complete the tournament on Saturday, the local manager may, at his/her discretion if the number of entries warrant, elect to begin tournament play on Friday afternoon (after school hours). If the local manager wishes to begin the competition on Friday before 4:00 p.m., written consent of the Principal from each participating school is required. Sectional Managers will send to the principals from participating schools the *IHSA Girls Tennis Request for Earlier Starting Time Form* for their approval. This document is downloadable in the *Forms* section of the Manual for Managers.

**B. State Final Tournament:** The State Final tournament will be hosted by Buffalo Grove High School in Buffalo Grove (847-718-4000) on October 22-24, 2015. Matches will be played at District 211 and 214 schools and area courts (Barrington). Tournament central will be located at the Buffalo Grove High School Gymnasium. Buffalo Grove High School Tennis Coach Kevin Schrammel has been designated as the State Final Manager.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2015-2016 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

**A. On-Line Entries:** All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA website at [www.ihsa.org](http://www.ihsa.org). The

deadline for entry is September 11, 2015. The 2015-16 Entry Policies and Procedures outlining the on-line entry procedures for all IHSA-sponsored tournaments can also be found in the Schools Center on the IHSA website.

**B. Late Entries:** Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity in writing requesting entry into the state series. The penalty for a school's late entry shall be a payment of \$100.00 for that sport/activity they wish to enter.

## C. Breach of Contract By-Law 6.041 (Withdrawal Procedure):

To withdraw without penalty, the Principal must fax or e-mail a letter to Tammy Craig at the IHSA Office ([tcraig@ihsa.org](mailto:tcraig@ihsa.org) or 309-663-7479), notifying IHSA of the school's withdrawal from the Girls Tennis Tournament Series prior to the on-line List of Participants deadline of October 13, 2015.

1. If a school withdraws after the deadline for entering their on-line List of Participants, the school will be charged a \$100 penalty.

2. If a school does not show up for competition, the school will be charged a \$100 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

**D. Eligibility:** All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054. Any school with 6 or more players must have participated in six (6) varsity contests prior to the state series.

**E. Affirmative Action Policy:** Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

**F. On-line List of Participants:** Each school must complete the on-line List of Participants by midnight on Tuesday, October 13, 2015. If a school does not submit the on-line List of Participants by the deadline, coaches and/or participants from the school are subject to penalties which could include, but not be limited to, being ruled ineligible to coach or compete in the State Series and/or charged \$100.00. **Confirmation of receipt of Online**

**List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your school's List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

**G. Team Entries:** No more than two doubles teams and two singles players may represent each school. A player may not enter both the singles and doubles events. Any school with 6 or more players must have participated in six (6) varsity contests prior to the state series.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Sectional Host School Expenses:** Sectional host schools shall receive \$310.00 (if play begins on Friday a school will receive \$390.00) for hosting. The host school shall pay all meet expenses.

**B. Contestant Expenses:** Neither the IHSA or the local tournament management will assume responsibility for any contestant expenses of any kind.

## V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

**A. Sectional Assignments:** Sectional assignments can be found on-line at [www.ihsa.org](http://www.ihsa.org) on the Girls' Tennis page.

**B. Sectional Seeding Meeting:**  
1. The Sectional Manager will conduct a seeding meeting for each sectional tournament on Wednesday evening, October 14, 2015. The purpose of this meeting is to determine seeds and draw up the playing schedule for the sectional tournament and make any necessary tournament announcements.

2. The coach from each participating school, or a school representative, must attend this meeting. At this meeting coaches/representatives will seed the singles and doubles draws for the sectional tournament using the competitor information submitted on-line by each school. This information will also be used for seeding the IHSA state final tournament. Schools are required to submit their on-line competitor information no later than midnight on the Tuesday (Oct. 13, 2015) preceding the sectional tournament. Schools who fail to submit their information by the

deadline may not be allowed to participate/coach in the state series.

3. The Sectional Manager shall conduct the seeding meeting in accordance to IHSA seeding policies and with the directions as stated on the Sample Draw Sheet which can be found on the IHSA Girls' Tennis link under **Manual for Managers**. At the Sectional tournament the #3 and #4 seed shall be randomly placed on lines 9 and 24 for a 17 or more entry draw and lines 5 and 12 for a 16 or less entry draw. The #5 and #6 seeds shall be randomly placed on lines 13 and 20 for a 17 or more entry draw and lines 7 and 10 for a 16 or less entry draw.

4. Four, five or six singles players and four, five or six doubles teams shall be seeded at each Sectional tournament. There shall be no additional placement of players. A school is eligible to receive more than one seed in each event. **If a seeded singles player withdraws or a seeded doubles team substitutes with a student on the original List of Participants roster between the time of the seeding meeting and when sectional play begins, the draw shall be redone. If the seeding is not done in accordance to IHSA seeding policy, the draw shall be redone.**

5. At the Sectional tournaments, the draw for both singles and doubles shall be made so those competitors from the same school are placed in opposite halves of the bracket.

**6. For proper point distribution, if a 32 draw is used, it will be used for both the singles and the doubles draw.**

### C. State Final Seeding Meeting:

1. Members of the IHSA Girls Tennis State Final Seeding Committee selected by the State Final Manager will seed players for the State Final brackets at the IHSA Office on Tuesday, October 20 beginning at 9:00 a.m.

2. The Committee shall prepare a list of no more than 32 seeded singles players and doubles teams based on information submitted on-line by coaches and received by the IHSA Office. A draw of 128 will be used for both singles and doubles play. United States Tennis Association rules shall be followed in assigning seeded entries in the proper positions in the brackets, except that effort shall be made to place winners and runners-up from the same Sectional and players from the same school in opposite halves of the bracket. This may not always hold true for third and fourth place sectional qualifiers.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Sectionals

#### 1. Sectional Time Schedule:

Sectional tournaments will be held on Saturday, October 17. In order to complete the

tournament on Saturday, the local manager may, at his/her discretion if the number of entries warrant, elect to begin tournament play on Friday afternoon (after school hours). If the local manager wishes to begin the competition on Friday before 4:00 p.m., written consent of the principal from each participating school is required. Sectional Managers will send to the principals from participating schools the **IHSA Girls Tennis Request for Earlier Starting Time Form** for their approval. This document is downloadable in the Forms section of the **Manual for Managers**.

**Immediately** after competition has been completed, the Sectional tennis manager must complete and forward the on-line Winner Report to the IHSA office along with any other tournament reports as listed in the Girls Tennis Manual for Managers. Host schools must use the Principal or Athletic Director's password to have access to the "Tournament Management" section. The Coach's password will not give you access to this area of the Schools Center.

### 2. Sectional Match Disruption or Postponement:

a. Competitors should be prepared for any postponement of play due to exhausting circumstances or inclement weather. If inclement weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors if available.

b. If indoor court fees are assessed to continue Sectional play, those schools involved in indoor court competition shall be responsible for payment of this fee at the time of play.

c. If a match is disrupted or postponement is necessary because of bad weather, play must be resumed at the complete set, game and point score. In other words, matches will not be replayed from the beginning, and the set, game and point score completed before postponement shall stand. (Point in play when match is called shall be a let.)

d. If weather does not permit a Sectional tournament to be completed on Saturday, the tournament shall be continued on Monday. No Sectionals shall be played on Sunday. The Sectional must be completed by Monday. If circumstances do not permit a Sectional tournament to be completed by Monday evening, October 20, the top 4 seeded singles players and double teams shall advance to the State tournament unless they already have been defeated. If one of these players or double teams has been defeated, the winning singles player or doubles team would advance to the State tournament in place of the seed.

### B. State Final

#### 1. State Final Time Schedule:

a. On Thursday, October 22, the 1st, 2nd and 3rd championship rounds and the 1st, 2nd and 3rd rounds of the consolation

feed-in will be played. On Friday, October 23, the 4th and quarterfinal championship rounds and the 4th, 5th, 6th and 7th rounds of the consolation feed-in will be played. On Saturday, October 24, the semifinal and final championship rounds and the quarter, semi and final consolation feed-in rounds will be played.

**b. All singles and doubles entries shall participate in the first round of competition beginning Thursday, October 22, at 8:00 a.m.**

c. All competitors who lose in championship rounds, beginning with Round 1, will be advanced into a feed-in bracket. Rules for feed-in play shall be those established by the United States Tennis Association (USTA).

**Note:** At the State tournament the consolation feed-in tournament will be played only if the weather and indoor court space permit.

### 2. State Final Match Disruption or Postponement:

Competitors should be prepared for any postponement of play due to extenuating circumstances or inclement weather. If inclement weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors. If a match is disrupted or postponement is necessary, play must be resumed at the complete set, game and point score. In other words, matches will not be replayed from the beginning, and the set, game and point score completed before postponement shall stand. (Point in play when match is called shall be a let)

### C. State Final School Packets:

At the State final tournament, school packets, which include important State Final information, updates, State Final passes and programs may be picked up Wednesday, October 21, between 7:00 p.m. and 8:30 p.m. at Buffalo Grove High School Gymnasium and after 7:00 a.m. on Thursday morning, October 22, at Tournament Central located at the Buffalo Grove High School Gymnasium.

## VII. ADVANCEMENT OF WINNERS

The first four (4) places in both singles and doubles shall advance from each Sectional tournament to the State Final tournament.

## VIII. TOURNAMENT RULES

### A. Scoring:

#### 1. Sectional Tournament Scoring

a) Points shall be scored accordingly in all singles and doubles feed-in bracket matches at Sectional competition (**Round 1 through Round 5**). Two points shall be awarded for each round in both singles and doubles, except that the winners of the third place matches shall be awarded one team

point. Losers of semifinal matches in both singles and doubles at all sectional tournaments shall play a match to determine third and fourth place. Regular scoring shall be used in all rounds of sectional play (which will be two out of three tie break sets). If the tournament is taken indoors, "No-Ad" scoring shall be used except for Quarter Final, Semi Final and Final round matches in which regular scoring shall be used.

b) A default will be counted as a win, and the proper number of points will be awarded to the player(s) that win(s) by default.

c) A bye shall be counted as a win, and the proper number of points will be awarded to the player(s) that receive(s) a bye provided the player(s) win(s) the next match following the bye.

d) Points scored in the Sectional tournament shall not be used in determining winners in the State Final tournament.

e) The third place championship matches in both singles and doubles shall be played at the tournament site even if the competitors are from the same school. Failure to play this match may result in Breach of Contract By-law 6.041. Any match not played should be reported to the IHSA.

## 2. State Final Tournament Scoring

a) Two points shall be awarded for each round in both singles and doubles, except that the winners of quarterfinal matches shall receive four points. (Note: If the consolation feed-in bracket is eliminated, the winners of the quarterfinal matches shall receive two points.)

b) One point in singles and one point in doubles shall be awarded to winners of each match in the feed-in bracket. If the consolation feed-in bracket is eliminated the consolation points will be awarded through the last completed round.

c) Alternate scoring methods may be used at the discretion of the IHSA Administrator if circumstances would not permit the tournament to be completed.

d) A default will be counted as a win, and the proper number of points will be awarded to the player(s) that win(s) by default.

e) A bye shall be counted as a win, and the proper number of points will be awarded to the player(s) that receive(s) a bye, provided the player(s) win(s) the next match following the bye.

f) The third place and championship matches in both singles and doubles shall be played at the tournament site even if the competitors are from the same school. Failure to play this match may result in Breach of Contract By-law 6.041.

**Note:** One point will be awarded the 3<sup>rd</sup>/4<sup>th</sup> place match winner(s) regardless of whether or not the feed-in bracket is eliminated.

**B. Team Ties:** If teams are tied for first place at a Sectional tournament, the following procedure shall be followed to break the tie and determine the winner.

1. The team with the greatest number of qualifiers, as provided in A above, shall be the winner. (Each individual singles player and each two-player doubles team shall be defined as one qualifier.)

2. If still tied, the team with the most Sectional champions shall win;

3. If still tied, records of tied teams shall be compared on the basis of matches won per round, beginning with the semifinals and going in reverse with the team first discovered to have had the best record at a given round of those teams tied being the winner;

4. If still tied, the team with the best composite match records in direct competition at the Sectional with members of other tied teams shall win;

5. If still tied, the team winning the greatest percentage of games in the Sectional, exclusive of games against its own team members, shall win;

6. If still tied, the team whose members won the greatest percentage of games played by its members in the Sectional shall win.

## C. Tie Breakers

### 1. 12 Point Tie Breaker System:

**Unless otherwise specifically provided in the IHSA printed instructions,** the United States Tennis Association rules shall govern play in all tournaments. The 12 point tie breaker system as described in Sectional competition and in the championship feed-in brackets in the State Final. This system provides that Player A serves the first point (from right court); B serves points 2 and 3 (left and right); A serves points 4 and 5 (left and right); B serves point 6 (left) and after they change ends, point 7 (right); A serves points 8 and 9 (left and right); B serves points 10 and 11 (left and right); and A serves 12 (left). If points reach 6, all players change ends and continue as before; A serves point 13 (right); B serves points 14 and 15 (left and right) etc., until one player establishes a margin of two points. Players change ends for one game to start the next set, with player B to serve first. Doubles follow the same pattern, with partners preserving the sequence of their serving turns.

### 2. Consolation Round Tie Breakers:

State Final Consolation rounds shall use ad scoring with a 10 point match tie breaker in lieu of a third set.

Any medal matches shall continue to use ad scoring with three full sets.

## D. Time Allotments:

1. Warm-up play at the sectional and state final tournaments shall be 10 minutes in length and shall include both rallies and practice serves.

2. Ninety (90) seconds shall be allowed for a change of courts. This time begins when the final point of a game is completed. The players must be in position to play in the proper court at the end of the 90 seconds crossover.

3. A minimum of twenty minutes rest will be granted competitor(s) between matches.

4. Competitors must report in person to the site director at sectionals and the state final.

5. In all three-set matches at both the sectional and state final level, a break not to exceed ten (10) minutes shall be permitted between the second and third sets.

## E. Substitutions:

1. Sectional Tournaments: After the draw has been made for the Sectional tournament, substitutions may be made only in the case of injury, illness, ineligibility as certified to the IHSA in writing by the principal of the player's school, or circumstances considered to be beyond the control of the student-athlete which shall include but are not limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority. The substitute's name shall not have appeared on the original Sectional singles or doubles draw sheet. No substitutions shall be made after play has begun in the Sectional tournament. If a seeded singles player withdraws or a seeded doubles team substitutes between the time of the seeding meeting and when Sectional play begins, the draw shall be redone. If the seeding is not done in accordance to IHSA seeding policy, the draw shall be redone.

2. State Final Tournament: Substitutions will be allowed for singles players who qualify for the State tournament. The player who lost to the injured player in the quarterfinals at the sectional will be the player who advances. A substitution may be made if (a) the Principal of the player's school certifies in writing to her injury, illness, ineligibility or circumstances considered to be beyond the control of the student-athlete which shall include but are not limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority and (b) the substitute is eligible for State tournament play based on the IHSA By-Law requirements. A substitution for a member of a doubles team qualifying for the State Final tournament may be made if (a) the Principal of the player's school certifies in writing to her injury, illness, ineligibility or circumstances considered to be beyond the control of the student-athlete which shall include but are not limited



to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority and (b) the substitute is eligible for State tournament play based on the IHSA By-Law requirements. Substitutes for doubles shall not have participated in the sectional tournament and must have been listed on the school's on-line List of Participants.

#### F. Coaching:

##### 1. Coaching Provisions:

The following provisions for coaching will be employed:

a) Coaching may occur for a maximum of 90 seconds after all odd numbered games.

b) Coaching may occur for a maximum of 90 seconds after the first set.

c) Coaching may occur for a maximum of 10 minutes between the second and third sets.

d) Coaching may occur for a maximum of 90 seconds prior to the beginning of a tie breaker and when players switch sides during the tie breaker.

e) Coaches may not enter the court enclosure except during the quarterfinals, semifinals and championship matches at the State Final tournament.

2. If the tournament is moved indoors, one (1) eligible coach per team may be allowed to sit courtside.

3. Violation of ineligible coaching or contact with the competing high school student-athlete during a sectional or state final match will be considered gross misconduct and the team will be penalized a one point team deduction. There will be no warning for this penalty.

4. Eligible coaches may not use electronic communication/coaching devices (i.e., cellular phones, etc.) during a match, on or immediately near, the vicinity of the player's court.

##### 5. State Final Coaching:

At the State Final tournament, eligible high school girls' tennis coaches shall follow this procedure.

a. **A maximum of four (4) girls' tennis coaches shall be allowed on the state final roster.** Only coaches whose names appear on the on-line List of Participants will be allowed to coach unless written notification from the school's Principal verifies the eligibility of a coach. ***Schools may only submit the names of those coaches who are in compliance with IHSA by law 2.070.***

b. Eligible coaches shall receive a coaching pass in their team packet.

c. The eligible coach shall wear the coaching pass on the outside of her or his clothes while coaching.

d. Only coaches wearing this pass will be allowed to coach.

e. During the quarterfinals, semifinals and championship matches in the state finals, one coach per school wearing their official coaching pass will be allowed to be seated courtside for coaching purposes for both the singles and doubles competitions.

#### G. Games Committee:

The State Final manager shall determine the games committee for the State Final Tournament. The Girls' Tennis Games Committee shall have discretionary authority to assign point penalties and/or eject players for unsportsmanlike conduct in accordance with the IHSA Tennis Code of Conduct. These member's names will be published in the state final program.

#### H. Refusing to Play:

If a third place or championship match in either singles or doubles is not played because a player(s) refuses to play, the sectional manager shall report the incident to the IHSA office. Failure to play this match may result in Breach of Contract By-law 6.041.

#### I. Competitor's Apparel:

**All players shall wear only school issued uniforms for competition during the sectionals and the State Final tournament.** All wearing apparel including head gear shall be devoid of commercial advertising except for the manufacturer's labels that shall not exceed two (2) inches in heights and two (2) inches in width. It may appear only once on each piece of wearing apparel. In addition, no visible apparel may be worn under the uniform shorts and/or shirts except spandex. Only schools' and/or players' names may be printed on competitor shirts. Members of doubles teams shall wear school uniforms that are of similar color and/or marking. Participants will not be permitted to compete in illegal attire. Provisions for adjustments in apparel may be allowed due to weather. **Sectional and/or state final site managers shall have authority to assess penalties for unsportsmanlike conduct, under the Point Penalty System, for failure to comply with this requirement.**

**NOTE: All uniforms must have some school designation (i.e. school name, logo, mascot or monograms) visibly printed on the uniform.**

#### J. Tennis Balls:

The IHSA will provide Wilson tennis balls at the sectional and state final tournament. This ball will be the official ball and must be used.

#### K. Point Penalty System:

The IHSA Point Penalty System shall be followed at all Sectional tournaments and the State Final tournament.

### IX. TOURNAMENT POLICIES

#### A. State Final School Packets:

At the State Final, school packets, which include State Final passes, may be picked up Wednesday, October 21, between 7:00 p.m. and 8:30 p.m. at the Buffalo Grove High School Gymnasium and after 7:00 a.m. on Thursday morning, October 22, at Tournament Central located at the Buffalo Grove High School Gymnasium.

#### B. State Final Coaching Passes

**A maximum of four (4) girls' tennis coaches** shall be allowed on the State Final roster with a maximum of four (4) coaches passes distributed at the State Final tournament. Only coaches whose names appear on the on-line List of Participants will be allowed to coach unless written notification from the school's Principal verifies the eligibility of a coach. ***Schools may only submit the names of those coaches who are in compliance with IHSA by law 2.070.***

#### C. Damage to Property or Equipment:

If representatives from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

#### D. Media Requirements:

##### 1. Rights Fees for TV and Radio:

a) Television Rights Fees to be charged by local managers and/or the IHSA are contained in the IHSA Television Policy.

##### b) Radio Fees:

Sectional Contest = No Charge

State Final = No Charge

c) Policy regarding media requirements for each local manager is contained in the current IHSA Handbook.

##### 2. Media Provisions:

##### a) Provide Space

Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations.

##### b) Radio and TV Originators

It is the responsibility of the Local Manager to accept applications, approve requests to originate and make cancellation refunds for television, according to the IHSA TV Policy.

### 3. Media Personnel Requirements:

Photographers or television personnel with cameras may enter the tennis courts to take pictures provided that:

- a) The individual is wearing the IHSA photographers pass;
- b) The individual reports to the site manager and shows the pass;
- c) The individual stays on an empty court if one is available;
  
- d) The individual remains seated at the net post or against the fence when taking pictures;
- e) The individual only walks behind the court when the competitors are changing ends and;
- f) The individual refrains from speaking to the competitor(s).

Media passes and school media passes are available by contacting Matt Troha at the IHSA office at 309-663-6377.

### E. Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

### F. Use of Inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

### G. Alcoholic Beverages and IHSA State Series:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliate property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA by-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

### H. Prayer at IHSA State Series Contest:

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

## X. AWARDS

### A. Sectional Awards

1. A team award will be presented to the winning school in each Sectional and four individual medals will also be awarded for the top four singles and top four doubles teams in the individual tournament.

2. The school winner will be determined in accordance with the point system described in VIII.

### B. State Final Awards

In the State Final tournament, first, second and third place team awards will be presented to the winning schools along with individual medallions for the qualifying state players of the top three teams. In addition, one Superintendent's, one Principal's, one Athletic Director's, and one Athletic Trainer's medallion for each of the top three teams will be awarded. Medallions for the individual competition will be presented to the first six finishers in both the singles and doubles tournament.

The school winners will be determined in accordance with the point system previously explained. Duplicate awards will be presented in case of ties for the last qualifying spot.

## XI. OFFICIALS

At the State Final tournament, provisions will be made for USTA officials to call matches from the quarterfinals through the finals in both the singles and doubles finals.



## Competition Information

### SECTIONAL ASSIGNMENTS:

The Sectional assignments are available on-line at [www.ihsa.org](http://www.ihsa.org) under the Girls' Tennis link.

### ENTRY PROCEDURES (complete on-line):

In order to participate in the girls' tennis state series, a school must complete the following information by midnight, Tuesday, October 13, 2015:

- List of Participants (includes Competitor Information)

Schools should print a copy of each on-line form for their records and take them to their Sectional Seeding Meeting. If a school does not submit their on-line List of Participants by the deadline, coaches and/or participants from that school are subject to penalties, which could include but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00 for Breach of Contract.

### SECTIONAL DATES:

Thirty-two IHSA Girls Sectional Tennis Tournaments will be held on October 16-17, 2015. Should the local manager wish to begin the competition on October 16, before 4:00 p.m., the manager must get written consent from the principal of each participating school, by submitting the "Request for Earlier Starting Time" form which can be found on-line at [IHSA.org](http://IHSA.org).

### ADVANCEMENT OF WINNERS FROM SECTIONALS TO STATE FINALS:

- 1-4 Singles Advance
- 1-4 Doubles Advance

### TENNIS BALLS:

The IHSA shall furnish the "Official Tennis Ball" for the state series.

### 2015-2016 RULE CHANGES:

Refer to the gray areas of the Girls Tennis Tournament Series Terms and Conditions for any rule changes.





## 2015 Highlight Sheet

### 1. Dates

Entry Deadline	Friday, September 11
Competitor Information (on-line) (Includes List of Participants)	Tuesday, October 13
Sectional Seeding Meeting and Draw	Wednesday, October 14
Sectionals	Saturday, October 17
State Final Seeding Meeting and Draw	Tuesday, October 20
State Final	Thursday-Saturday, October 22-24

### 2. State Final Structure

Tournament Central-Buffalo Grove High School Gymnasium

Coaches Packet Pick-Up  
Wednesday, October 21  
(7:00 p.m. - 8:30 p.m. at Tournament Central-Buffalo Grove High School Gymnasium)

State Final Merchandise  
Wednesday, October 21  
(7:00 p.m. - 8:30 p.m. at Tournament Central-Buffalo Grove High School Gymnasium and throughout the tournament)

1-3 Round Championship Round  
Thursday, October 22 beginning at 8:00 a.m.-Various sites

1-3 Consolation Round  
Thursday, October 22-Various sites

4 Quarter-Finals Championship  
Friday, October 23 beginning at 9:00 a.m.-Various sites

4-7 Consolation Round  
Friday, October 23 beginning at 8:00 a.m.-Various sites

Semifinals, Finals Championship  
Saturday, October 24 beginning at 9:00 a.m.-Buffalo Grove High School

Quarter, Semi & Finals Consolation  
Saturday, October 24 beginning at 8:00 a.m.-Assigned site

### 3. Awards

Sectionals	
Singles	1-4 medals
Doubles	1-4 medals
Team	1 plaque
State Final	
Singles	1-6 medals
Doubles	1-6 medals
Team	1-3 trophy/medals

# Instructions for Submitting List of Participants

Schools should complete their online *List of Participants* to enter their team or individual(s) and coaches. IHSA will provide this data to your regional/sectional manager. Any changes to the original entry must be made online prior to midnight on Tuesday, October 13, 2015.

## **INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS**

Go to [www.ihsa.org](http://www.ihsa.org)

- 1) Click on "School & Officials Center Login"
- 2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School's Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.**
- 3) Click on Sport & Activity Tracker
- 4) Click on the "Girls Tennis List of Participants" link
- 5) Type in the requested information and save and print all page(s).
- 6) **Certify & Submit your Form**
- 7) **PRINT EACH PAGE OF REPORT: (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.**  
This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.

**(If you experience any problems, please call the IHSA Office and ask for Carol Carr.)**

## **List of Participant Troubleshooting**

### ◆ **Problem pulling in coaches names from the drop-down menu?**

If a coach on your coaching staff doesn't appear in the drop down menu in the List of participants, check the following in the IHSA Schools Center under the Staff Responsibility page:

- 1) Has he/she been designated as the Head coach or an assistant coach?
- 2) Does it indicate how the coach is Certified to Coach?
- 3) Does your coach have a completion date listed for the PES Examination?
- 4) Has your coach completed the Concussion Exam requirement?

If any of the above information is missing from your IHSA Schools, he/she will not be able to add their name to the online List of Participants and/or issued a coaching credentials during the state final.

### ◆ **Reasons for the "Red Box" to appear in the Sport/Activity Tracker:**

School hasn't completed the "Certify & Submit" page.

### ◆ **Verification of IHSA Receiving List of Participants:**

- 1) Print a copy of your entries as stated in #7 before the deadline. This is verification of your entries to take with you to the Coaches Seeding Meeting.
- 2) Make sure you click the "CERTIFY & SUBMIT" link, so you will not receive unnecessary reminders from our office about not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the host of your Regional/Sectional Managers.

**After Certifying & Submitting the *Online List of Participants*, print a copy of each page (ctrl key+P) on your keyboard for your records. You will not have access to this page, if you try to print it after the deadline.**

**LIST OF PARTICIPANT DEADLINE:  
Tuesday, October 13, 2015 @ Midnight**

# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.





# Tennis Code of Conduct/Point Penalty

*(There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament.)*

<b>Misconduct</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<ul style="list-style-type: none"> <li>Violation of USTA Rule No. 29, taking more than ninety seconds on changeover or taking more than 20 seconds between points</li> </ul>	1 point	4 points	Disqualification
<ul style="list-style-type: none"> <li>Prolonging argument over decision after directed to resume play</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Failure to commence play after expiration of warm-up minutes</li> </ul>	1 point		
<b>Lateness in being ready</b>			
<ul style="list-style-type: none"> <li>A player or players who are not ready to play, or are not properly attired, when a court and opponent are available after a match has been called will be penalized</li> </ul>	1 game after 5 minutes, 2 games after 10 minutes, defaulted after 15 minutes		
<ul style="list-style-type: none"> <li>To start a match, after an intermission</li> </ul>	1 point per minute or fraction thereof		
<ul style="list-style-type: none"> <li>To resume play within fifteen minutes of injury (considered a 1 time-out injury)</li> </ul>	Disqualification		
NOTE: The time-out for injury should begin once a trainer is available on the court or if the coach or the site director makes the decision on the court.			
<b>Profane or obscene language or gestures</b>			
<ul style="list-style-type: none"> <li>Directed at no one in particular</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Directed at an official, opponent, or spectator</li> </ul>	4 points	Disqualification/Ejection	
<b>Unsportsmanlike acts</b>			
<ul style="list-style-type: none"> <li>Knocking ball out of enclosure</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Intentional racquet dropping</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Hitting ball or throwing racquet at/near person</li> </ul>	4 points	Disqualification/Ejection	
<ul style="list-style-type: none"> <li>Intentional racquet dropping to disconcert opponent</li> </ul>	4 points	Disqualification/Ejection	
<b>Gross Misconduct</b>			
<ul style="list-style-type: none"> <li>Trash talking</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>A single, flagrant, gross act of misconduct</li> </ul>	Disqualification/Ejection		
<ul style="list-style-type: none"> <li>A single, flagrant, gross act of misconduct after the player has completed his/her last match</li> </ul>	1 point team deduction		
<b>Use of an Ineligible Coach</b>	1 point team deduction per match		

NOTE: The tournament manager/site director and eligible coach may invoke point penalties in matches where there is no umpire, provided they personally observe the misconduct. In addition, it is the responsibility of all coaches of participating schools to monitor player conduct. Any coach, tournament manager, or site director who personally observes misconduct may invoke the point penalties, provided they report their action to the tournament manager/site director. At the time of the 3rd penalty, a competitor will have the right to appeal to the tournament manager. First and second offense penalties shall stand as levied.

Any player who, at the conclusion of the match, exhibits gross misconduct, which includes profane or obscene language or gestures and unsportsmanlike acts, may cause that player's team to be penalized one team point toward the meet championship. Any coach who observes a violation will ask the player to accompany the coach to the tournament manager/site director or Games Committee at the State Final. Both parties explanations of the incident will be heard and a determination will be made as to the penalty imposed. If the player refuses or does not accompany the coach, the penalty will be automatic. The offender's coach will be notified of the infraction and the penalties imposed.

In accordance with By-Law 6.011 and 6.012, any player or coach ejected (not disqualified) from a match will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim.

There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament (sectionals and state are considered two separate tournaments for these purposes).



# IHSAA Girls Tennis Series 12-Point Tiebreaker System

(For all Sectional matches and State Final matches)

## **7 out of 12 Points**

At six all in games, the player whose turn it is to serve shall put the ball into play for the first point of any tiebreaker.

**SINGLES:** Player A serves Point 1, right court; Player B serves Points 2 and 3, left court and right court; A serves Points 4 and 5 (L and R); B serves Point 6 (L) and, after players then CHANGE SIDES, Point 7 (R); A serves Points 8 and 9 (L and R); B serves Points 10 and 11 (L and R); A serves Point 12 (L). If either player wins 7 points, by a margin of two points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, the players then CHANGE SIDES, and players shall continue to serve as before until one player establishes a margin of 2 points. Player A serves Point 13, right court; Player B serves Points 14 and 15, left court and right court; A serves Points 16 and 17 (L and R); B serves Point 18 (L). If the score is still tied, the players then CHANGE SIDES every 6 points and repeat this procedure.

1. The players shall “change sides for one game” after a tiebreak.
2. Player B shall serve first in the set following the playing of the tiebreak, thus assuring that she will be first server if this set also goes into a tiebreak.
3. Players shall change sides during the tiebreak without rest.
4. The tiebreak counts as one game in reckoning ball changes. If a ball change was called for (on) the tiebreak game, new balls shall be used.

## **POINTS**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Player A	R			L	R			L	R			L	R			L	R			L	R			L
Player B		L	R			L	R			L	R			L	R			L	R			L	R	

**DOUBLES:** (A and B) versus (C and D). Assume that Player D has served the 12th game. Same procedure as in singles will apply. Players pre-serve the sequence of their serving turns. Player A serves Point 1, right court; Player C serves Points 2 and 3, left court and right court; B serves Points 4 and 5 (L and R); D serves Point 6 (L) and, after teams then CHANGE SIDES, Point 7 (R); A serves Points 8 and 9 (L and R); C serves Points 10 and 11 (L and R); B serves Point 12 (L). If either team wins 7 points, by a margin of two points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, teams then CHANGE SIDES, and players shall continue to serve as before until one team establishes a margin of 2 points. Player B serves Point 13, right court; Player D serves Points 14 and 15, left court and right court; A serves Points 16 and 17 (L and R); C serves Point 18 (L). If the score is still tied, the teams then CHANGE SIDES every 6 points and repeat this procedure with the continuing sequence of service.

Teams shall “change sides for one game” after a tiebreak with team (C and D) to serve first.

## **POINTS**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Players (A & B)	AR			BL	BR			AL	AR			BL	BR			AL	AR			BL	BR			AL
Players (C & D)		CL	CR			DL	DR			CL	CR			DL	DR			CL	CR			DL	DR	

## **“NO-AD” SCORING**

A player need win only four points to win a game. If the score goes to three points all (or deuce), the next point decides the game - it is game point for both players. The receiver has the right to choose to which court the service is to be delivered on the seventh point. If a “No-Ad” set reaches 6 games all, the tiebreaker system shall be used.





# Rules Governing the IHSA 2015-2016 Girls State Tennis Tournament

1. The 12 Point Tie Breaker System will be used throughout the tournament for the championship rounds and the consolation rounds shall use ad scoring with a 10 point match tie breaker in lieu of a third set. Any medal matches shall continue to use ad scoring with three full sets.
  2. A minimum of 20 minutes rest will be granted to each competitor between each match. Exceptions may be made at the discretion of the site director.
  3. Only players playing a scheduled match are permitted on the tournament courts.
  4. In the event of injury, the player must be able to play within 15 minutes or the opponent may win by default.
  5. All the nets at all the schools are regulation height. Competitors are prohibited from changing the nets.
  6. Eligible member school tennis coaches shall be permitted to talk with their player(s)
    - a. for a maximum of 90 seconds after all odd numbered games.
    - b. for a maximum of 90 seconds after the first set.
    - c. for a maximum of 10 minutes between the second and third sets.
    - d) for a maximum of 90 seconds prior to the beginning of a tie breaker and when players switch sides during the tie breaker.
- NOTE: Coaches may not enter the court enclosure except during the quarterfinals, semifinals and championship matches at the State Finals where they will be allowed to coach while seated courtside.
7. Competitors will be allowed to leave the court between the second and third sets for a maximum of 10 minutes.
  8. The decision must be made on each play. There is no replay of a point except in the case of a let. Only players can ask the site director to put a judge on the court to make calls if a problem arises. A judge will not be placed on the court until a violation has occurred and 1 warning has been given.
  9. Coaches are expected to help with the crowd control at the sites.
  10. The TENNIS CODE OF CONDUCT/POINT PENALTY SYSTEM will be invoked by site directors and umpires at the State Meet, if necessary. (Any coach who personally observes misconduct may invoke the point penalties, provided they report their action to the tournament manager/site director.)
  11. The site director serves as the umpire at each site.
  12. The State Tournament Management will make the decision to postpone the tournament because of the darkness or weather conditions. Decisions of postponement for a long period of time will be made by the IHSA Administrator in charge of the tournament.
  13. The tournament manager and IHSA personnel will constitute a quorum for the purpose of disqualifying a player.
  14. On Friday, October 23 and Saturday, October 24, the Quarterfinals, the Semi-final and Final competitors in the Championship round shall go on the courts with the USTA umpire.
  15. Competitor's Apparel: See 2015-2016 Girls Tennis Terms and Conditions, item VIII-I.
  16. All players must wear only school issued uniform for competition during the Sectionals and State Final.
  17. All tennis apparel (including head wear), should be devoid of commercial advertising except for the manufactures' labels that shall not exceed two (2) inches in height and two (2) inches in width . It shall appear only once on each piece of wearing apparel. In addition, no visible apparel may be worn under the uniform shorts and/or shirts except spandex. Only school and/or players' names may be printed on shirt. Members of doubles teams shall wear tennis apparel of similar color and/or marking. Provisions for adjustments in apparel may be allowed due to weather.
  18. Advancement of Winners to State:  
The first four (4) places in both singles and doubles shall advance from each Sectional tournament to the State Final Tournament.



# State Series Rule Information

## Making Calls

1. A player makes calls on his/her side of the net - promptly.
2. A ball landing on the line is good.
3. Opponents get the benefit of the doubt.
4. If a ball can't be called out with certainty, it is good.
5. The call of a player looking down a line is much more likely to be accurate than that of a player looking across a line. When you are looking across a line, don't call a ball out unless you can clearly see part of the court between where the ball hits and the line. It is difficult for a player who stands on one baseline to question a call on a ball that landed near the other baseline.
6. Partner's disagree on calls. If a player and his/her partner disagree about whether the ball was out, they shall call it good.
7. Audible or visible calls. No matter how obvious it is to a player that his/her opponent's ball is out, the opponent is entitled to prompt audible or visible call.
8. Spectators are never to make calls.
9. Lets should be called when balls roll on the court. A let can also be called if a hat falls off and lands on the court. These calls must be made promptly or play continues. The server receives 2 serves.

## Serving

1. Foot Faults - A player may warn his/her opponent that the opponent has committed a flagrant foot fault. If the foot faulting continues, the player may attempt to locate the site director.
2. Service calls in doubles - The receiver's partner should call the service line, and the receiver should call the sideline and the center service line. Either partner may call a ball that he/she clearly sees.
3. Service calls by the serving team - Neither the server nor his/her partner shall make a fault call on the first service even if they think it is out because the receiver may be giving the server the benefit of the doubt.
4. Receiver readiness - The receiver should make no effort to return a serve when he/she is not ready. If a player attempts to return a serve, it is presumed that he/she is ready.
5. Delays during service - When there is a delay between the first and second serves:  
The server gets one serve if he/she was the cause of the delay.  
The server gets two serves if the delay was caused by the receiver or if there was outside interference.
6. Service let calls. Any player can call a service let.
7. Players are not allowed to stand in the receiving court during service. Additionally, a receiver's partner shall not:
  - Move in or around the receiving box, causing a distraction
  - Wave equipment in and out of the receiving box, causing a distraction
8. Rectifying mistakes - The general rule is that errors are rectified as soon as they are discovered but not during play, and points remain.  
If a server serves from the wrong court, the point stands and he/she serves the next point from the proper court.  
If in doubles, the wrong person serves, the game stands and his/her partner serves the next game for his/her side. If discovered during the game, the partner whose turn it is to serve, takes over.
9. Discarding a second ball - The server's discarding of a second ball may constitute a deliberate hindrance. If the receiver asks the server to stop discarding the ball, then the server shall stop the practice.

## Grunting

1. A player should avoid grunting and making other loud noises. Grunting and other loud noises may bother not only opponents but also players on adjacent court.

## Line Judges

1. If line judges are placed on the court, the players continue to call their own lines. Line judges over-rule only if players ask for help.

# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to interscholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Action Plan

Illinois High School Association  
2715 McGraw Dr., Bloomington, IL 61704  
Phone: 309-663-6377  
Fax: 309-663-7479

### Venue

**Sport:**   
**Location:**

### Emergency Personnel

**Present:**   
**On-Call:**

### Emergency Equipment Location On-Site

Nearest AED:   
First Aid Kit:   
Items for proper care of blood-borne pathogens:   
Ice or chemical ice packs, water and towels:   
Player Medical Information:   
Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

### Communication

**Access to 911:**   
**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates  
Designate individual to meet EMS at entrance

# Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at [www.ihsa.org](http://www.ihsa.org).

## Heat Index Chart

Heat Index in °F (°C)

Relative Humidity (%)													
Temp in °F/°C	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

• reproduced from NWS, Birmingham, AL



# IHSA Severe Weather Safety Guidelines

*To be used during any IHSA state series contest*

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

## **Advance Planning:**

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the local manager or official(s), if assigned, can make the decision to suspend play.

## **Monitoring Weather:**

**Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.**

## **Lightning Awareness**

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

## **Criteria for Suspending Play**

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

## **Evacuation Plan**

**Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.**

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

## **Resuming Activity**

**The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.**

## ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

**“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”**

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

**NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.**

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

### Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

### Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete can not be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IHSA's Return to Play (RTP) Policy before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Concussion Information

### Return to Play (RTP) Policy

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

**Policy:** In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

### Mandatory Concussion Course for Coaches

House Bill 5431 went into effect for the 2014-15 school year. The legislation requires ALL high school coaches and athletic directors to receive a certificate of completion every two years for an online concussion awareness and education program developed by the IHSA.

The program includes a presentation and other supplementary materials that ALL high school coaches and athletic directors need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach at an IHSA member school. The legislation also requires student-athletes to watch the association-developed video presentation portion of the over-all curriculum each year.

The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive head trauma. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.



## **Unmanned Aerial Vehicle (Drone) Policy**

### **For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

# Seeding Information for Schools

**Meeting Date and Time:** The Sectional Manager will conduct a seeding meeting for each Sectional tournament on Wednesday evening, October 14, 2015. The Sectional Manager will contact the schools to confirm the time and location of the seeding meeting.

The purpose of this meeting is to determine seeds and draw up the playing schedule for the Sectional tournament. The coach or school representative from each participating school, must attend this meeting. At this meeting coaches or representatives will seed the singles and doubles draws for the Sectional tournament using the competitor information submitted on-line by each school. The Sectional Manager shall conduct the seeding meeting in accordance to IHSA seeding policies and with the directions stated on the "Sectional Tournament Draw Sheet". Four, five or six singles players and four, five or six doubles teams shall be seeded at each Sectional tournament. There shall be no additional placement of players. A school is eligible to receive more than one seed in each event. Competitors from the same school are to be placed in opposite halves of the bracket.

**Two Points of Emphasis:**

1. At the Sectional tournament the #3 and #4 seed shall be randomly placed on lines 9 and 24 for a 17 or more entry draw and lines 5 and 12 for a 16 or less entry draw. The #5 and #6 seeds shall be randomly placed on lines 13 and 20 for a 17 or more entry draw and lines 7 and 10 for a 16 or less entry draw.
2. For equitable state wide point distribution, you must use the same draw sheet for both singles and doubles. (Ex: If you use the draw sheet for 17 or more entries for singles then you must use the draw sheet for 17 or more entries for doubles.)

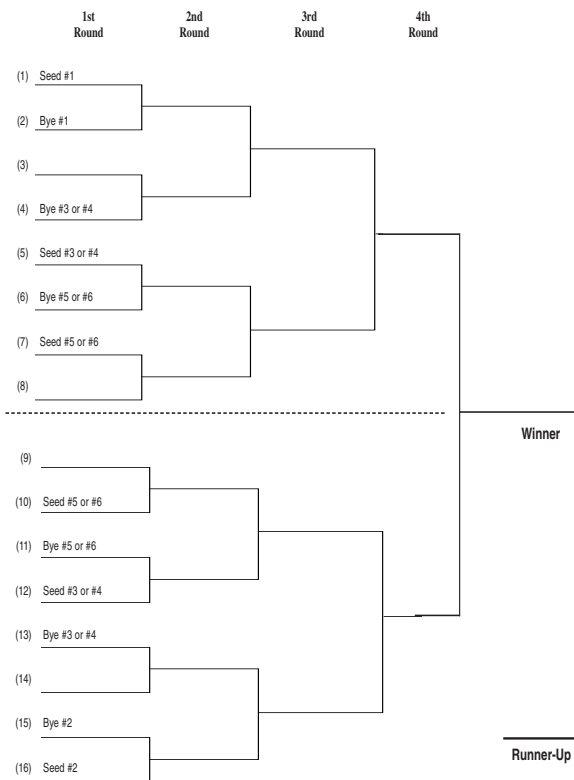
## Sample Draw Sheets

(available online at [www.ihsa.org](http://www.ihsa.org))



### IHSA Tennis Series Sample Draw Sheet for 16 or Less Entries

(Prepared In Accordance With IHSA/USTA Guidelines)



### IHSA Tennis Series Sample Draw Sheet for 17 or More Entries

(Prepared In Accordance With IHSA/USTA Guidelines)

#### Sectional Tournament Draw Sheet



4-17max (32)

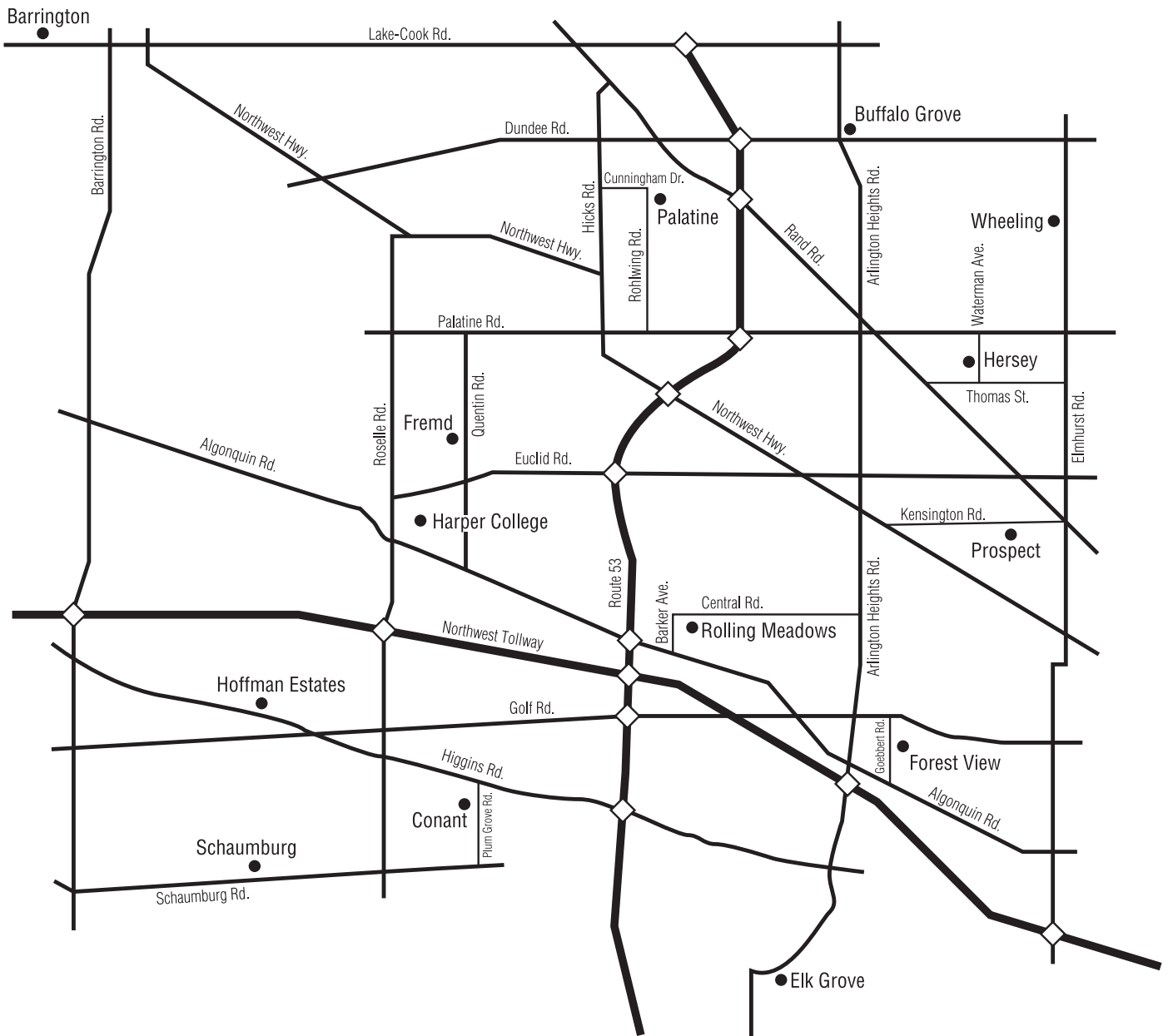




## Important Information Regarding 2015-2016 IHSA Girls State Final Tennis Tournament

1. **Seeding:** The IHSA Girls Tennis Seeding Committee under the direction of the State Final Manager will seed the competitors and draw up the playing schedule for the State Final. The schedule will be available through the IHSA Web Site at [www.ihsa.org](http://www.ihsa.org), on the Tennis link page Tuesday, October 20 by 5 p.m.
2. **Packet Pick-Up:** On Wednesday, October 21, coaches may check in & receive their information packets from 7:00 p.m. - 8:30 p.m. at Tournament Central at the Buffalo Grove High School Gymnasium. For those teams that do not check in on Wednesday night, your packet must be picked up Thursday morning at 7:00 a.m. at Tournament Central at the Buffalo Grove High School Gymnasium. **Only coaches/school representatives may pick up a team packet.**
3. **Playing Dates:** On Thursday, October 22, the 1st, 2nd and 3rd championship rounds and the 1st, 2nd, and 3rd rounds of the consolation feed-in will be played. On Friday, October 23, the 4th and quarterfinal championship rounds and the 4th, 5th, 6th and 7th rounds of the consolation feed-in will be played. On Saturday, October 24, the semi-final and final championship rounds and the quarter, semi and final consolation feed-in rounds will be played. **NOTE: ALL PLAYERS WILL PLAY ON THURSDAY MORNING IN ROUNDS 1, 2, AND 3 AND/OR CONSOLATION ROUNDS 1, 2, AND 3. Therefore, coaches should be certain to report to Tournament Central at the Buffalo Grove High School Gymnasium to secure any announcement and the playing schedule for the tournament prior to 8:00 a.m. on Thursday.**
4. **Times:** The first rounds in both singles and doubles will begin promptly at **8:00 a.m. on Thursday, October 22.**
5. **Weather:** Competitors should be prepared for any postponement of play due to rain or other inclement weather; they should also be prepared to play indoors should the weather make it necessary to take the tournament inside to indoor tennis courts located in the area. If the consolation feed-in bracket is eliminated due to bad weather, the consolation points will be awarded through the last completed round. Competitors are asked to report to their designated court for any weather updates. Players should report to their designated playing courts for any weather announcements.
6. **Reminders:** Coaches are asked to review the following items with their State Final qualifiers:
  - a. Warm-up play shall be ten (10) minutes in length and shall include both rallies and practice serves.
  - b. Ninety seconds shall be allowed for a change of courts. This time begins when the final point of a game is completed, and players must be in position to play in the proper court at the end of the ninety seconds.
  - c. Review Penalty Point System/Code of Conduct.
  - d. Regular scoring shall be used in all championship rounds. State Final Consolation rounds shall use ad scoring with a 10 point match tie breaker in lieu of a third set. Any medal matches shall continue to use ad scoring with three full sets.
  - e. A minimum of twenty minutes rest will be given to competitors between matches.
  - f. Review 12 point tie-breaker.
7. **Hotel Reservations:** School authorities from each participating school must make their own room reservations. Neither the IHSA nor Buffalo Grove High School provides or guarantees any housing for coaches and competitors. The IHSA tennis menu page may announce some housing specials.
8. **State Final Merchandise:** State Final Merchandise will be available for purchase from Minerva Sportswear during the Girls Tennis State Final Tournament at Tournament Central (Buffalo Grove High School Gymnasium).

# Site Map



BAR-Barrington High School  
616 W. Main St.  
Barrington, IL 60010-3099  
847-381-1400

FR-Fremd High School  
1000 S. Quentin Rd.  
Palatine, IL 60067-3797  
847-755-2600

PRO-Prospect High School  
801 W. Kensington Rd.  
Mt. Prospect, IL 60056  
847-718-5200

BG-Buffalo Grove High School  
1100 W. Dundee Rd.  
Buffalo Grove, IL 60089  
847-718-4000

HER-Hersey High School  
1900 E. Thomas St.  
Arlington Heights, IL 60004-4392  
847-718-4800

RM-Rolling Meadows High School  
2901 Central Rd.  
Rolling Meadows, IL 60008  
847-718-5600

CON-Conant High School  
700 E. Cougar Trail  
Hoffman Estates, IL 60194  
847-755-3600

HOF-Hoffman Estates High School  
1100 W. Higgins Rd.  
Hoffman Estates, IL 60195  
847-755-5600

SCH-Schaumburg High School  
1100 W. Schaumburg Rd.  
Schaumburg, IL 60194  
8947-755-4610

EG-Elk Grove High School  
500 W. Elk Grove Blvd.  
Elk Grove Village, IL 60007  
847-718-4400

PAL-Palatine High School  
1111 N. Rohlwing Rd.  
Palatine, IL 60074  
847-755-1610

WH-Wheeling High School  
900 S. Elmhurst Rd.  
Wheeling, IL 60090  
847-718-7000

## 2015-2016 IHSA Request To Purchase Additional/Replacement State Series Awards

- 1.) To ensure an accurate order of replacement awards, please complete the form below.
- 2.) Please fax this completed form to Cheryl Lowery @ 309-663-7479.
- 3.) An invoice will be emailed to you. The awards company will not process duplicate orders without an invoice from IHSA and payment.
- 4.) Mail payment and invoice to A & M Products.

◆ **This form is to be used only, if your school is purchasing duplicate awards for the following reason (check one):**

**Team Roster exceeds the number of allowed medallions per the T&C's**

**Coop School**  
 **Dual Campus**  
 **Lost**  
 **Broken**

**Sport or Activity:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Qty.:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Classification**

<input type="checkbox"/> 1A	<input type="checkbox"/> 5A	<input type="checkbox"/> Class A
<input type="checkbox"/> 2A	<input type="checkbox"/> 6A	<input type="checkbox"/> Class AA
<input type="checkbox"/> 3A	<input type="checkbox"/> 7A	
<input type="checkbox"/> 4A	<input type="checkbox"/> 8A	

**Gender:**

Girls     Boys

**Level of Competition:**

Regional       Sectional       Super-Sectional       State

**Type of Award:**

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <b>Replacement Trophy Parts (check below):</b> <input type="checkbox"/> Gold State Champion-top figure (#1) <input type="checkbox"/> Gold State Champion-side figure (#1) <input type="checkbox"/> Gold State Runner-up-top figure (#1) <input type="checkbox"/> Gold State Runner-up-side figure (#1)	<input type="checkbox"/> Gold State 3rd/4th Place-top figure (#1) <input type="checkbox"/> State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2) <input type="checkbox"/> Gold Girls Soccer-side figure 3 <sup>rd</sup> /4 <sup>th</sup> (#3) <input type="checkbox"/> Gold Music Lyre-side figure 3rd (#3) <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate w/lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement <input type="checkbox"/> Replacement Plate SF Trophy w/o lasering
--	---

**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

<b>Name:</b>
<b>Email Address:</b>
<b>School:</b>
<b>Address:</b>
<b>City, ZIP Code:</b>
<b>Phone Number:</b>
<b>Fax Number:</b>

## 2015-2016 IHSA Request To Purchase Additional/Replacement State Series Awards

- ◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company— **Do Not Use the form above.**
- ◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

### Extra Medal Pricing for Schools:

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 <sup>st</sup> )	\$4.45	\$3.95	\$6.50
	Nickel Silver (2 <sup>nd</sup> )	\$4.95	\$4.45	
	Bronze (3 <sup>rd</sup> )	\$4.60	\$4.15	
6 – 12	Goldtone (1 <sup>st</sup> )	\$4.20	\$3.70	\$7.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.70	\$4.20	
	Bronze (3 <sup>rd</sup> )	\$4.35	\$3.85	
13 – 24	Goldtone (1 <sup>st</sup> )	\$3.95	\$3.45	\$7.50
	Nickel Silver (2 <sup>nd</sup> )	\$4.45	\$3.95	
	Bronze (3 <sup>rd</sup> )	\$4.10	\$3.65	
25 or more	Goldtone (1 <sup>st</sup> )	\$3.70	\$3.20	\$8.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.20	\$3.70	
	Bronze (3 <sup>rd</sup> )	\$3.85	\$3.40	

### Extra Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque	\$50.00
Sectional and Super-Sectional Champion Plaque	\$66.00
Third/Fourth place trophy	\$269.00
Champion/Runner-Up	\$297.00

### Gold figure Replacement Pricing (\$10.00 shipping per figure)

#### **Oxidized bronze finish pre 2008-09 school year, call for pricing and availability**

<u>Gold</u> State Champion-top figure (#1)	\$51.00
<u>Gold</u> State Champion-side figure (#1)	\$51.00
<u>Gold</u> State Runner-up-top figure (#1)	\$51.00
<u>Gold</u> State Runner-up-side figure (#1)	\$51.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$51.00

### Gold figures and plate replacement pricing

#### **Oxidized bronze finish pre 2008-09 school year, call A&M for pricing and availability**

State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)	\$33.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 <sup>rd</sup> /4 <sup>th</sup> Place (#3)	\$27.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3rd Place (#3)	\$27.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate w/lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

Orders will be **processed upon Receipt of Full Payment.** Please allow three (3) weeks for delivery.  
Thank you.